

Office Memorandum • UNITED STATES GOVERNMENT

TO :
THRU :
FROM :

DATE: 9 March 1948

SUBJECT: Request for Approval of [REDACTED] Language Lessons in the Field -

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1. In accordance with existing regulations it is hereby requested that approval be granted for Miss [REDACTED] to receive language instruction at the expense of this organization.

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2. At the time of Miss [REDACTED] transfer to this Branch she was given to understand that she would be required to learn the language to the best of her ability. Miss [REDACTED] therefore, began taking language lessons at [REDACTED] during her training there, and later participated in the group instruction given in FBPA after office hours by Mr. [REDACTED]. Miss [REDACTED] thus departed for [REDACTED] with some knowledge of [REDACTED] but required much additional study for fluent usage. As Administrative Assistant to the Chief of Station, Miss [REDACTED] is often required to handle original documents in [REDACTED] of a very high classification and to be familiar with their contents. It is also frequently necessary for her to receive speaking persons with no knowledge of English, and to make reservations or appointments and obtain information over the telephone, all of which duties require a fair speaking knowledge of [REDACTED].

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3. The estimated cost per month for Miss [REDACTED] language instruction is [REDACTED] which, at the present rate of exchange, is less than \$7.00.

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4. Inasmuch as language fluency is highly desirable for the successful performance of Miss [REDACTED] assignment, and since such fluency is in the interest of this organization, it is felt that your approval of this request will be fully justified.

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*Approved for
not to exceed
12 months*



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